

# MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

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## OPEN COMPETITIVE

## TEACHER

**Positions available with Human Services Department, Education Division**

**Work Location: East Valley**

### Conditions of Employment

This is a Contract position.

### Recruitment Dates

Monday, December 13, 2004 - Open Until Filled

### Salary

\$12.45 (AA), \$14.83 (BA/BS)

### Position Qualifications

Applicants must meet all of the qualifications identified in ONE of the areas listed below: 1) AA in Early Childhood Education or related field with minimum of 18 hours Early Childhood education credits. 2) BA /BS in Early Childhood Education or related field with minimum of 18 hours Early Childhood education credits. Special Requirements: Food handlers, CPR and First Aid certifications must be obtained within six weeks of hire. NOTE: Successful candidates must pass Criminal background check and physical, and as required by federal and state regulations, be free of communicable disease as evidenced by TB test or a negative chest x-ray, receive the following vaccinations (MMR) measles, mumps, and rubella if born after 1956 and tetanus if not current. Candidates will also be offered the Hepatitis B vaccination series or show immunity to Hepatitis B. Must possess a valid Arizona Drivers License. Preference will be given to applicants with bilingual Spanish/English skills.

### Essential Job Tasks

Assist develop and implement a bilingual/multicultural curriculum classroom environment, and utilize developmental application practices which meet the needs and interests of students. Assume responsibility for the care and welfare of the classroom children. Participate in regular team planning of curriculum with Teacher's and Teacher's Aides. Ensure the total classroom environment is safe, clean, orderly, and facilitates learning. Ensure compliance with all Federal, State, and Head Start regulations and licensing requirements. Maintain records and evaluate ongoing observations of each child's growth and development. Participate in the team assessment of each child and develop Education Plans (EP's) on all children. Also participate in the development and implementation of Individual Education Plans (IEP's) for children with disabilities. May supervise Teachers, Teachers Aides and classroom volunteers. Respect, value and facilitate parent participation as equal partners in all aspects of the educational program. Conduct a minimum of two educational home visits and two parent/teacher conferences per family each academic year. Develop and maintain positive relationships with each family as well as other schools, community agencies, churches, and grantee staff members. Understand Head Start policies and support the philosophy of Maricopa County Head Start in the implementation of performance standards as identified in the area plans. Assist and/or complete documentation, reports and evaluations as required by Federal regulations, licensing requirements and supervisors. Perform other related duties as assigned.

### Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

### Filing Process

**For further information and/or to obtain application materials, visit the Head Start Office at:**

**2150-1 South County Club, Suite 7, Mesa, Arizona 85201 or visit [www.maricopa.gov](http://www.maricopa.gov).**

**Send completed applications directly to the Head Start Office ONLY!**

**All applicants must complete & submit the application, copies of transcripts and supplement to be considered.**

**For Questions, please call Monica:**

**480-464-9669 X200 for FAX: 480-464-4402**

### Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

## SUPPLEMENTAL INFORMATION

### TEACHER

**PLEASE NOTE:** This form does NOT replace the information requested on the "Application for Employment." Be sure your application and this supplement are **both** accurate and complete. Please be aware that work history and job duties listed on this form must be consistent with the information listed on the "Application for Employment". Furthermore, work history or job duties listed on this form, which is not consistent with the "Application for Employment", may not be considered. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS WILL DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION! "SEE RESUME" IS NOT ACCEPTABLE.**

1. Please indicate if you meet any of the following:

- ☐ Associate's Degree (AA) in Early Childhood Education (ECE) or related field, and 18 Early Childhood Education credit hours. **(must submit a copy of your transcripts.)**
- ☐ BA/BS in ECE or related field and 18 Early Childhood Education credit hours. **(must submit a copy of your transcripts.)**

2. Please explain your preschool teaching experience, if any, including the number of years:

3. Are you a current Head Start Parent ? ☐ Yes ☐ No
- Are you a former Head Start Parent ? ☐ Yes ☐ No
- Are you a former Head Start Volunteer ? ☐ Yes ☐ No
- Are you a former Head Start Child ? ☐ Yes ☐ No
- Can you speak Spanish? ☐ Yes ☐ No
- Can you write in Spanish? ☐ Yes ☐ No
- Can you read Spanish? ☐ Yes ☐ No
- Copies of Transcripts included? ☐ Yes ☐ No

Signature

Date